

## **VALENTINE PUBLIC LIBRARY CONFIDENTIALITY POLICY**

The Library Board of the Valentine Public Library recognizes its circulation records and other records identifying the names of library users with specific material to be confidential in nature.

All librarians and library employees are advised that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local laws relating to civil, criminal, or administrative discovery procedures or legislative power.

The Board shall resist the issuance or enforcement of any such process, order or subpoena until such time as proper showing of good cause has been made in a court of competent jurisdiction. (Meaning that upon receipt of such process, order, or subpoena, the Library Board will consult with their legal counsel or the city attorney to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance. If the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be remedied.)

Reviewed and adopted by the Valentine Public Library Board of Trustees:  
**10/23/2018**